WAQAR AHMED

Self-motivated and cheerful professional with diverse experience in Office Assistant, Office Management and Finance. Very orchestrated, dedicated and detail-oriented to produce error-free results, safe working conditions, and quality service.

Muhalla Fatahpur Ratodero Dist:Larkana

03413321758/03118494753

waqarahmedsoo71@gmail.com

PROFILE

Father Name:
MUHAMMAD SHARIF

CNIC #:
43301-0604936-5

Date of Birth:
15-Jan-1997

Marital Status:
Single

Domicile:
SHIKARPUR®

Religion:
Muslim

SKILLS

Financial Data Entry, Bank Reconciliation, and Verification, Stock Register & Maintain Log, Account Management and Cash Handling and Bill and Voucher Cash Memo, Having strong knowledge of computer skills specially MS Word and Excel, PowerPoint use of internet/email, Collect quotations, bills, and receipts as per policy.

REFERENCES

References available upon request

EXPERIENCE

JOB TITLE - OFFICE ASSISTANT JANUARY 2019 – AUGUST 2020
COMPANY NAME - Sindhi Development Organization (N.G.O)

Generating all work of office management, full command in Ms Office work with drafting in sindhi , urdu and English. Device installaton and hardware systme operating techinques.

JOB TITLE – OFFICE ASSISTANT JANUARY 2017 – DECEMBER 2018
COMPANY NAME – Galaxy Public Higher Secondary School Ratodero

Generating all work of School management, Ms Office works with designing and composing of School papers. Data entry of students as well as Staff members.

JOB TITLE - OFFICE ASSISTANT SEPTEMBER 2020 – PRESENT
COMPANY NAME - The New Beacon School System Ratodero

Full Command on Microsoft Office Ms Excel and Software's and Device Installation and typing speed 35 wpm English, Urdu and Sindhi and Office Record management and Office Management and drafting all office works knowledge office works computer hardware and System Operating techniques filling works and all about the office management

EDUCATION

MASTERS - 2018
M.A (Poltical-Science) 2nd Division
Shah Abdul Latif University Khairpur

GRADUATE- 2016
B.Sc II 2nd Division
Shah Abdul Latif University Khairpur

INTERMEDIATE - 2014
Pre-Engineering "C" Grade
Board of Intermediate and Secondary Education Larkana

MATRICULATION - 2012
Science "B" Grade
Board of Intermediate and Secondary Education Larkana

INFORMATION TECHNOLOFY
1 Year Diploma in Information Technology (DIT)
Technical Board karachi Sindh